

Grant Management

Handbook

2003-2004

EDWARD BYRNE

MEMORIAL FORMULA

GRANT PROGRAM AND

STOP VIOLENCE

AGAINST WOMEN FORMULA

GRANT PROGRAM

Administered by
Criminal Justice Services Division
Department of State Police

The Criminal Justice Services Division of the Department of State Police is the State Administrative Agency (SAA) for the Edward Byrne Memorial State and Local Law Enforcement Assistance Program and the STOP Violence Against Women Formula Grant Program and is responsible for producing this document.

Director
Carmen Merlo

Grants Manager
Karen Green

Grants Accountants
Sonja Dettwyler-Gwin
Dan Gwin

Program Representatives
Diana Fleming
Clancy Griffith
Renee Kim
Ron Soto

Administrative Assistant
Linda Atkin

Grants Assistant
Tracy Penn

Program Design and Evaluation Services
Evaluation Team
Haiou He
Karen Irving
Christine Pham
Maureen Rumptz
Richard Smith
Jin Song

Criminal Justice Services Division
Department of State Police
400 Public Service Building
Salem, Oregon 97310
phone: 503.378.3720
fax: 503.378.6993

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INTRODUCTION

HISTORY OF THE EDWARD BYRNE MEMORIAL FORMULA GRANT PROGRAM

In 1988, Congress enacted the Anti-Drug Abuse Act (Public Law 100-690). Title VI, Subtitle C, State and Local Narcotics Control and Justice Assistance Improvements, authorizes population-based grants to states which are subgranted to state agencies, local governments, and other entities. This grant program is named the Edward Byrne Memorial State and Local Law Enforcement Assistance Program (Byrne) after New York City Police Officer, Edward Byrne, who was killed in the line of duty. The Act is administered by the United States Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

BJA makes Byrne Program funds available in two ways. A discretionary grant program awards funds directly to public and private agencies and private nonprofit organizations. A formula grant program awards funds to the states, which in turn make subawards to state and local units of government. Grant funds are intended to improve the functioning of the criminal justice system with emphasis on violent crime and serious offenders.

PURPOSE OF THE BYRNE PROGRAM

The purpose of the Byrne Program is to assist state agencies and local governments in initiating innovative programs that substantially reduce drug use and violent crime and improve the effectiveness of the criminal justice system. The Anti-Drug Abuse Act requires each state to develop an annual *Strategy to Control Drugs and Violent Crime*

that defines the violent crime and drug problem, analyzes current efforts and resource needs, and sets priorities for allocating the federal money based on the *Oregon Benchmarks*. The Act authorizes states to allocate funds to programs which advance the *Strategy* and fall within one of the 29 authorized Purpose Areas as set forth on page five of this document.

HISTORY OF THE STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM

In 1994, Congress enacted the Violence Against Women Act (VAWA). This Act implements the Violence Against Women Formula Grant Program, as authorized by the Omnibus Crime Control and Safe Streets Act of 1968, as amended by Title IV of the Violent Crime Control and Law Enforcement Act of 1994, and the Victims of Trafficking and Violence Protection Act of 2000, Public Law 106-386. This program authorizes population-based grants to states which are subgranted to state agencies, public or private non-profit organizations, units of local government, Indian tribal governments, nonprofit, nongovernmental victim services programs, and legal services programs for victims. This program is administered by the United States Department of Justice, Office of Justice Programs (OJP), Office on Violence Against Women (OVW).

PURPOSE OF THE STOP VIOLENCE AGAINST WOMEN PROGRAM

The VAWA program encourages the development and implementation of effective law enforcement and prosecution strategies to combat violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women. The goal of the program is to encourage states and localities to restructure and strengthen the criminal justice system's response to be proactive in addressing violence against women, drawing on the experience of all the participants in the system, including the advocacy community. The STOP Program requires each state to develop an *Implementation Plan* and authorizes states to allocate funds to programs that advance the *Plan*. Funded programs must fall within one of 11 authorized STOP Purpose Areas. These areas are set forth on page six of this document.

THE CRIMINAL JUSTICE SERVICES DIVISION

The Criminal Justice Services Division (CJSD) of the Department of State Police, Intergovernmental Services Bureau, administers the Byrne and STOP Violence Against Women Formula Grant Program for the State of Oregon.

CJSD has prepared this *Grant Management Handbook* to assist grantees in complying with state and federal requirements. Federal fiscal requirements are set forth in the *OJP Financial Guide*, May 2002 edition. This document is available at www.ojp.usdoj.gov/oc, or by calling the Office of the Comptroller, Customer Service Center at 1.800.458.0786 to request a copy.



BYRNE AUTHORIZED PURPOSE AREAS

1. Demand reduction education programs in which law enforcement officers participate.
2. Multi-jurisdictional task force programs that integrate Federal, State and local drug law enforcement agencies and prosecutors for the purpose of enhancing interagency coordination and intelligence and facilitating multi-jurisdictional investigations.
3. Programs designed to target the domestic sources of controlled and illegal substances, such as precursor chemicals, diverted pharmaceuticals, clandestine laboratories and cannabis cultivations.
4. Providing community and neighborhood programs that assist citizens in preventing and controlling crime, including special programs that address the problems of crimes committed against the elderly and special programs for rural jurisdictions.
5. Programs to disrupt illicit commerce in stolen goods and property.
6. Improving the investigation and prosecution of white collar crime, organized crime, public corruption, and fraud against the government, with priority attention to cases involving official corruption.
 - 7a. Improving the operational effectiveness of law enforcement through the use of crime analysis techniques, street sales enforcement, schoolyard violator programs, gang-related and low-income housing drug control programs.
 - 7b. Programs to develop and implement anti-terrorism plans for deep-draft ports, international airports, and other important facilities.
8. Career criminal prosecution programs, including the development of model drug control legislation.
9. Financial investigative programs to identify money laundering operations and assets obtained through illegal drug trafficking, including the development of model legislation, financial investigative training and financial information-sharing systems.
10. Improving the operational effectiveness of the court process by expanding prosecutorial, defender, and judicial resources and implementing court-delay reduction programs.
11. Programs to improve the corrections system and provide additional public correctional resources including treatment in prisons and jails, intensive supervision programs, and long-range corrections and sentencing strategies.
12. Providing prison industry projects to place inmates in a realistic working and training environment that enables them to develop marketable skills and to make financial payments for restitution to their victims, for support of their own families, and for support of themselves in the institution.
13. Providing programs that identify and meet the treatment needs of adult and juvenile drug- and alcohol-dependent offenders.
14. Programs that provide assistance (other than compensation) to jurors, witnesses, and victims of crime.
 - 15a. Programs to improve drug control technology, such as pretrial drug testing programs, programs that provide for the identification, assessment, referral to treatment, case management, and monitoring of drug-dependent offenders; and programs that enhance state and local forensic laboratories.
 - 15b. Criminal justice information systems (including automated fingerprint identification systems) to assist law enforcement, prosecution, courts, and corrections organizations.
16. Programs that demonstrate innovative approaches to enforcement, prosecution, and adjudication of drug offenses and other serious crimes.
17. Programs to address drug trafficking and the illegal manufacture of controlled substances in public housing.
18. Improving the criminal and juvenile justice system's response to domestic and family violence, including spouse abuse, child abuse, and abuse of the elderly.
19. Drug control evaluation programs which state and local units of government may utilize to evaluate programs and projects directed at state drug control activities.
20. Providing alternatives to detention, jail and prison for persons who pose no danger to the community.
21. Programs to strengthen urban enforcement and prosecution efforts targeted at street drug sales.
22. Programs for the prosecution of driving-while-intoxicated charges and enforcing other laws relating to alcohol use and the operation of motor vehicles.
23. Programs to address the need for effective bindover systems for prosecuting violent 16- and 17- year old juveniles in courts with jurisdiction over adults.
24. Law enforcement and prevention programs for gangs and youth who are involved or are at risk of gang involvement.
25. Programs to develop or improve forensic laboratory capability to analyze deoxyribonucleic acid (DNA) for identification purposes.
26. Programs to develop and implement anti-terrorism training and procure equipment for local law enforcement authorities.
27. Programs to improve the quality, timeliness, and credibility of forensic science services for criminal justice purposes.
28. Enforcing child abuse and neglect laws, including laws protecting against child sexual abuse, and promoting programs designed to prevent child abuse and neglect.
29. Programs to establish or support cooperation between law enforcement and media organizations, to collect, record, retain, and disseminate information useful in the identification and apprehension of suspected criminal offenders.

VAWA AUTHORIZED PURPOSE AREAS

1. Training law enforcement officers and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault and domestic violence.
2. Developing, training, or expanding units of law enforcement officers and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.
3. Developing and implementing more effective police and prosecution policies protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or that are designed to identify and track arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
5. Developing, enlarging, or strengthening victim services programs, including sexual assault and domestic violence programs; developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence.
6. Developing, enlarging, or strengthening programs addressing stalking.
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of the state law enforcement agencies, prosecutors, courts, victim service agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

GENERAL PROVISIONS

AGREEMENT

Both the Governor's Drug and Violent Crime Advisory Board and the STOP Violence Against Women Advisory Board recommend programs for funding to the Governor. Once an award is granted, CJSD negotiates program and budget details with the applicant. When an agreement is reached, the grantee and CJSD sign the grant award and conditions, known as the grant agreement.

The grantee agrees to implement the program, work toward the objectives, and spend funds in accordance with the signed grant agreement. Grantees may not obligate funds until both parties have signed the agreement.

Modifications to the grant agreement or budget must be requested in writing. Oral agreements are not binding. In no event may the conditions of the grant be modified without prior approval from CJSD.

Failure of the grantee to operate the program in accordance with the written, agreed upon objectives or budget will constitute immediate grounds for suspension and/or termination of the grant agreement and deobligation of unspent funds.

PROGRAM MONITORING

CJSD monitors each program to assure the grantee is operating the program as agreed, that the grantee is working towards its objectives, and that the grantee is following appropriate fiscal procedures. Monitoring shall include one or more on-site visits and desk-monitoring during the grant award period.

PROGRAM PRESENTATION

In addition to on-site monitoring, funded programs may be asked to make a presentation on program progress at scheduled meetings of the Governor's Drug and Violent Crime Advisory Board or the STOP Violence Against Women Advisory Board.

SUPPLANTING

Federal funds must be used to supplement existing funds and not replace (supplant) non-federal funds which have been appropriated for the same purpose.

MATCH FUNDS FOR BYRNE FUNDED PROGRAMS

Federal funds may pay no more than 75 percent of the cost of a program. The remaining 25 percent (match) must be paid from the grantee's own non-federal sources, such as general fund, fees, or forfeitures. Forfeiture funds used for match may not be used for payment of the wages of peace officers, except for wages of peace officers performing supervisory duties for interagency drug enforcement task forces.

Match must be in the form of cash and must be included in the grantee's financial records. In-kind services and federal funds may not be used as match for Byrne-funded programs. Restrictions are also placed on using existing program staff and resources as match.

Matching contributions need not be applied at the exact time or in proportion to the obligation of federal funds. However, the full match amount must be provided and obligated by the end of the program period. Match and grant funds constitute program funds. Grantees must report on match funds. All conditions that apply to grant funds apply to match funds. All funds designated as match are restricted to the same uses as the Byrne program funds and must be expended within the grant period. Grantees must ensure that match is identified in a manner that guarantees its accountability during an audit.

MATCH FUNDS FOR VAWA FUNDED PROGRAMS

Federal funds may pay no more than 75 percent of the cost of a program. The remaining 25 percent (match) must be paid from the grantee's own non-federal sources, such as general fund, fees, or in-kind services. Indian tribes may meet the 25 percent matching requirement by using funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands. In-kind services may be used as match for VAWA funded programs.

IN-KIND MATCH FOR VAWA FUNDED PROGRAMS

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded program.

The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.

The basis for determining the value of personal services, materials, equipment, and space must be documented.

DURATION OF PROGRAMS

Programs are typically funded for a one year period. For Byrne-funded programs, grants may be renewed for 12-month periods with a maximum aggregate funding period of 48 months; however there is no guarantee that a program will receive funding beyond the current grant period. Continued grant funding will be dependent on grantee performance and funding availability.

For VAWA-funded programs, grantees may be eligible to receive up to an aggregate of five years of VAWA funding. It is expected that after the third year of funding, VAWA funding levels will be reduced to 75 percent in the fourth year of funding and 50 percent in the fifth year of funding. There is no guarantee that a program will receive funding beyond the current year.

SEXUAL ASSAULT SET-ASIDE FOR VAWA FUNDED PROGRAMS

As one of their priorities for funding, the VAWA Advisory Board earmarked a minimum of 25 percent of STOP funds for services to victims of sexual assault. Sexual assault services must be specific to adolescents and adults; these funds are not intended to provide services for child abuse or child sexual abuse.

For VAWA-funded programs that are providing sexual assault services, grantees must demonstrate through quarterly progress and fiscal reports how grant funds are being allocated for sexual assault services.



AWARD CONDITIONS

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

The grantee is required to certify the following:

1. The grantee, and its subgrantees, contractors, and subcontractors, will not use federal funds for lobbying and will disclose any lobbying activities.
2. The grantee and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.
3. The grantee will provide a drug-free workplace.

CIVIL RIGHTS COMPLIANCE

All recipients of federal grant funds are required to comply with nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq. (prohibiting discrimination in programs or activities on the basis of race, color, and national origin); Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d(c)(1) (prohibiting discrimination in employment practices or in programs and activities on the basis of race, color, religion, national origin, and gender); Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

et seq. (prohibiting discrimination in employment practices or in programs and activities on the basis of disability); Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131 (prohibiting discrimination in services, programs, and activities on the basis of disability); The Age Discrimination Act of 1975, 42 U.S.C. § 6101-07 (prohibiting discrimination in programs and activities on the basis of age); and Title IX of the Education Amendments of 1972, 20 U.S.C § 1681 et seq. (prohibiting discrimination in educational programs or activities on the basis of gender).

If required to formulate an Equal Employment Opportunity Plan (EEO Plan), the grantee must maintain a current copy on file which meets the applicable requirements.

SUSPENSION OR TERMINATION OF FUNDING

The Criminal Justice Services Division may suspend funding in whole or in part, terminate funding, or impose another sanction on a Byrne or VAWA recipient for any of the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, Title I, 42 U.S.C. 3750-3766b, guidelines issued thereunder, or, Victims of Trafficking and Violence Protection Act of 2000, PL106-386, guidelines issued thereunder, or other provisions of federal law.
- Failure to make satisfactory progress toward the goals and objectives set forth in the application or the Comprehensive Evaluation Plan (where appropriate).
- Failure to adhere to the requirements of the grant award and standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected or approved.

- Failing to comply substantially with any other applicable federal or state statute, regulation, or guideline.

Before imposing sanctions, CJSD will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally.

FAILURE TO COMMENCE PROGRAM

If a program is not operational within 60 days of the effective date of the grant, the grantee must report to CJSD the steps it has taken to initiate the program, the reasons for the delay, and the expected starting date. If the program is not operational within 90 days of the effective date, CJSD may cancel the grant.

NATIONAL ENVIRONMENTAL PROTECTION ACT (NEPA) REQUIREMENTS

Grantees must comply with the National Environmental Protection Act and other related federal environmental impact analyses requirements in the use of federal grant funds either directly by the grantee or by a subgrantee. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following activities will be related to the use of the grant funds.

The grantee acknowledges that this special condition applies to its new activities whether or not they are being specifically funded with grant funds. That is, as long as the activity is being conducted by the grantee, a

subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

1. New construction.
2. Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain.
3. A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly changes its size.
4. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.



PROGRESS REPORTS

PURPOSE

Grantees must submit progress reports to CJSD. Progress reports have the following purposes:

- To determine if the grantee is implementing the program as agreed.
- To determine if the grantee is making progress towards meeting its objectives.
- To develop data for criminal justice planning and the *Statewide Strategy or Implementation Plan*.
- To provide information for the *Annual Report*.
- To help other agencies which might undertake a similar program.
- To present information to the Governor, the Legislature, the U. S. Department of Justice, and Congress.
- To justify continued funding of the Byrne or STOP Violence Against Women Formula Grant programs.

REQUIREMENTS

Progress reports should be narrative in form and should include the following:

- Data and narrative showing progress made during the reporting period as well as cumulative information for the grant year, in sufficient detail, toward meeting the goals, objectives, performance measures, and comprehensive evaluation plan.
- Activities linked to the specific outcomes of the program.
- Problems encountered (e. g., what were they, how they impacted the program, and how were they resolved).

DUE DATES

Reports should include quarterly activities and outcomes, as well as cumulative information to date. For most Byrne and STOP programs the reports are due on the following dates:

Quarter	Due Date
July 1 - September 30	October 31
October 1 - December 31	January 31
January 1 - March 31	April 30
April 1 - June 30	July 31

One copy of the quarterly progress report should also be sent to Program Design and Evaluation Services. In addition to the four quarterly reports, Byrne-funded programs are required to submit an annual progress report to CJSD's contracted evaluators and the grantee's Grants Coordinator. The Annual Report information covers the period from July 1 through June 30 of each year.

FAILURE TO SUBMIT PROGRESS REPORTS

CJSD will not issue financial reimbursements if any progress report is outstanding or incomplete.

Any progress report that is outstanding for more than one month past the due date may cause the suspension and/or termination of the grant.

The grantee must receive prior written approval from CJSD to extend a progress report requirement past its due date. It is the full responsibility of the grantee to ensure that progress reports are received by CJSD by the due dates.



REIMBURSEMENT AND ALLOWABLE COSTS

CJSD reimburses only actual and allowable expenditures for goods and services purchased during the grant period.

Grantees may not obligate funds, order goods, enter into contracts, or request purchase orders prior to the start of the grant period.

CJSD will not issue reimbursements for items that are not in the approved budget. CJSD may withhold funds for any expenditure not budgeted or in excess of approved budget amounts.

CJSD reimburses expenses quarterly unless otherwise agreed between CJSD and the grantee.

Failure of the grantee to operate the program in accordance with the approved budget will constitute immediate grounds for suspension and/or termination of the grant agreement.

REQUESTS FOR REIMBURSEMENT (RFR)

CJSD requires accurate, clear, and verifiable expenditure information prior to reimbursing any funds. The format for reporting expenditures and requesting reimbursement is shown on Appendix A. CJSD encourages you to photocopy this page for quarterly reporting use.

The RFR must reflect all program expenditures that are reported as either grant or match funds. Supporting documentation must be included for both grant and match funds.

Copies of supporting documentation (e.g. invoices, receipts, time cards, payroll reports, etc.) must accompany all RFRs. RFRs will not be paid without the required supporting documentation of expenditures. Written statements are not acceptable documentation of program expenses.

All conditions that apply to grant funds apply to match funds.

Supporting documentation must be separated by each budget category with the amounts clearly identified. The amounts for each budget category must be totaled and rounded to the nearest whole dollar. The RFR must clearly state how much grant money is being requested. CJSD will not make the final payment unless the minimum match requirement is met.

The original RFR must be signed by the program contact and mailed to CJSD. Reimbursement checks are mailed to the address that appears on the grant agreement.

All modifications to the grant agreement or budget must be in writing; verbal agreements must be followed-up in writing. Budget modifications should be requested during the quarter in which the modification would take effect.

Reimbursements will be withheld if progress reports are outstanding or are incomplete.

Any RFR that is outstanding for more than one month past the due date may cause the suspension and/or termination of the grant. The grantee must receive prior written approval from CJSD to extend a RFR requirement past its due date.

CJSD will hold a grantee accountable for any overpayment, audit disallowances, or any other breach of grant that results in a debt owed to the federal government.

PROCUREMENT STANDARDS

All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. All sole source procurements in excess of \$100,000 must receive prior approval by the awarding agency. Interagency agreements between units of government are excluded from this provision.

All procurement transactions must be within the grant period. Purchase orders or placement of orders cannot be made prior to the start of the grant period.

SOLE SOURCE PROCUREMENT

Recipients may make the initial determination that competition is not feasible if one of the following circumstances exists:

1. The item or service is available only from a single source.
2. A public exigency or emergency will not permit a delay resulting from a competitive solicitation; or if it can be shown unequivocally that desired time frames for delivery must be met or the entire project will suffer as a direct result of the delay.

3. After solicitation of a number of sources, competition is considered inadequate.
4. If sole source procurement is pursued, documentation reflecting actions taken and the position of the grantee is extremely important in order to establish an audit trail.

A justification for sole-source contracting should include:

1. A brief description of the program and what is being contracted for.
2. Explanation of why it is necessary to contract non-competitively (expertise of the contractor, management, responsiveness, knowledge of the program, experience of contractor personnel).
3. Time constraints.
4. Uniqueness.
5. Other points that should be covered to sell the case.
6. A declaration that this action is in the "best interests" of the agency.

DUE DATES

Grantees must submit a Request for Reimbursement (RFR) quarterly unless otherwise agreed. RFRs are due when progress reports are due. It is the responsibility of the grantee to ensure that RFRs are received by CJSD by the due dates. A final RFR must be received within 30 days of the expiration of the grant period.

CJSD may deobligate funds at any time during the grant period and will deobligate all unspent funds at the close of the grant period.



REIMBURSABLE EXPENSE CATEGORIES

PERSONNEL costs are the cost of employees, fringe benefits, and payroll taxes. Overtime must be specifically listed and approved in the budget in order to be reimbursed.

Documentation to be submitted with the RFR must include copies of actual payroll reports showing the full amount paid for each employee (wages, taxes, and benefits) as well as a calculation to show how the amount reported was determined and signed Personnel Activity Reports (time sheets). If the employee works less than 1.0 FTE on the Byrne/VAWA funded program, the Personnel Activity Report must reflect an after-the-fact distribution of the employee's actual breakdown and must account for the total time for which the employee is compensated.

The Personnel Activity Report (time sheet) must provide a breakdown of the total time for which the employee is compensated. This includes the time spent on the program (grant and/or match) and any other federal and/or non-federal programs.

One example of documentation that satisfies the requirement for the Personnel activity Report may include time sheets with a separate breakdown for each program. The employee should indicate on the time sheet how much time was spent each day on each of the different programs. If the requirement for submitting Personnel Activity Reports can be met within the recipient's current management system, there is no need to establish a separate time tracking system.

EQUIPMENT is tangible personal property costing over \$5,000 and having a useful life of more than one year. Equipment must be purchased from a governmental price list or through an open competitive process.

Equipment may not be transferred, sold, or disposed of during the grant period without the permission of CJSD. After the end of the

grant period, items with a current per unit fair market value of less than \$5,000 may be retained by the grantee for purposes consistent with the Byrne or VAWA authorized Purpose Areas, sold, or otherwise disposed of, in accordance with state procedures, with no further obligation to CJSD.

Criminal justice information and communication systems shall be designed and programmed to maximize the use of readily available equipment and software. If new software is developed, it shall be designed so that other criminal justice agencies will be able to use it with minor modifications at minimum cost. Grantees must receive written approval prior to copyrighting computer software and programs.

TRAVEL/CONFERENCES/TRAINING include employee costs for meals, tolls, lodging, mileage, motor pool fees, commercial transportation, parking fees, registration, and material fees. The documentation must show the nature of the conference (i.e. title, subject) and identify employees by position for whom reimbursement is requested. A copy of the conference registration form or brochure must accompany the RFR.

CJSD requires a state travel form or a form similar to the state travel form be included with the RFR. A sample form may be found on Appendix B. CJSD follows state travel rules in determining expenditure reimbursement. When staying overnight while attending a conference, meeting or training, lodging rates above the usual per diem rates will not be automatically approved and reimbursed. State guidelines require that an individual make a good faith effort to stay at an alternative lower cost hotel/motel within proximity (1-2 blocks) to the primary conference, meeting, or training facility.

To determine whether there is a lower lodging rate, an Internet search using a website such as www.expedia.com will provide a map and room rates for available hotels within close proximity. Before an individual is authorized by CJSD to exceed per diem

rates, this good faith effort must be documented and must accompany the travel expense form.

To review the entire travel policy, please see <http://scd.das.state.or.us/oam/scdpolicy/401000poa.htm>

If an employee is attending an Office of Justice Programs sponsored conference or training, additional lodging per diem requirements apply. Please contact CJSD for more information.

Meals may not be claimed as a reimbursable expense if they are included as part of the conference or training registration fee. Employees may receive the meal allowance under the following circumstances:

- An employee is in transit to or from a destination that requires an overnight stay.
- An employee is in transit to or from a destination and the employee must depart from the employee's home more than two hours before the regular starting time or returns home more than two hours after the regularly scheduled end of shift.

Grantees must obtain prior CJSD approval, in writing, for travel out-of-state. CJSD will approve out-of-state travel only if the travel is essential to meet the objectives of the program.

Contact CJSD to determine reimbursable rates for travel within high- or low-cost cities.

SUPPLIES are items that have a useful life of less than one year such as office supplies. Supplies that have a useful life of more than one year, and have a value greater than \$5,000 is considered equipment.

CONTRACTUAL SERVICES are services such as consulting and treatment provided by inde-

pendent contractors rather than employees. Grantees must follow state or local government procurement rules in awarding contracts. Federal rules limit remuneration for individual consultants to \$450 per day plus expenses, unless otherwise approved by CJSD.

The documentation submitted under contractual services must clearly identify the name of the contractor, the service provided, time period of service provided, and the amount and basis of amount paid to the contractor. The requirements in this *Handbook* relating to expenditures are applicable to contractors as well as grantees. For example, travel reimbursement rates may not exceed state rates or the grantee's rate, whichever is lower.

RENT AND UTILITIES includes rent, telephone, cellular phones/pagers, and other utilities. Maintenance and operation costs are allowable unless duplicated in rent. The documentation should identify each location for which rent is paid and the basis for the amount requested.

ADMINISTRATIVE COSTS are program-related costs such as accounting, program management, legal services, and payroll preparation. Reimbursement is based on the actual cost of these services and will be approved on a case-by-case basis. Administrative costs may not exceed 10 percent of the federal and minimum match amounts. Supporting documentation for administrative costs must accompany the RFR.

OTHER

CONFIDENTIAL FUNDS are funds used to purchase services, evidence and/or contraband, and specific information. Prior to the expenditure of funds allocated for confidential funds, the Program Director shall sign a Certification indicating he or she has read, understands, and agrees to abide by all conditions pertaining to confidential funds set forth in the current edition of the OJP *Financial Guide*, May 2002 edition.

FLEXIBLE FUNDS require prior approval from CJSD and must be program client need-based. Reimbursements for individual flexible expenditures will be approved on a case-by-case basis. Supporting documentation for flexible expenditures must accompany the RFR.



UNALLOWABLE COSTS

Funds may not be budgeted or used for the following items:

1. Land acquisition.
2. Acquisition or construction of non-penal or correctional buildings.
3. Indirect costs.
4. Vehicle purchase or vehicle rental.
5. Meal service, tips, bar charges or related items while on travel status. Meals not associated with overnight travel. An exception is made for breakfast and dinner as long as the employee is on travel status for a minimum of two hours before the beginning of their regularly scheduled work shift or after the end of their regularly scheduled work shift.
6. Meals provided at conferences or training seminars.
7. Food related items such as napkins, plates, forks, spoons, and knives, beverages, snacks, candy or food items.
8. Entertainment, honoraria, gifts, gift certificates, cards, movies, arcades, recreation, sporting events, holiday and birthday supplies, or expenses related to these items.
9. Cameras, film, or accessories not used for evidence purposes.
10. Fund raising campaigns, endowment drives, or solicitation of gifts and bequests.
11. Personal items such as makeovers, membership dues, flowers, cards, social events or promotion of church attendance.
12. Grantwriting.
13. Visas or passport charges.
14. Compensation to federal employees.
15. Bonuses or commissions.
16. Military-type equipment such as armored vehicles, explosive devices, and other types of hardware excluding automatic weapons.
17. Lobbying or attempts to influence members of Congress, the Oregon Legislature, City Councils, County Commissions, or other legislative bodies.
18. Corporate formation.
19. Interest; interest on non-bearing items, or the cost of money.
20. Laundry charges.
21. Expenses related to the maintenance or sale of forfeited or seized property.
22. Stipends or incentives.
23. Mass transit tax.
24. Late fees or finance charges.

CJSD reserves the right to modify the list of unallowable costs as necessary. An exception for some of these items may be allowed for shelter or residential treatment programs.

REQUEST FOR REIMBURSEMENT (RFR) CHECKLIST

The following checklist has been developed to assist grantees in complying with the requirements for submitting RFRs. Please use the checklist to ensure there are no delays in the reimbursement of grant funds:

- Is the correct RFR format used (Appendix A)? Are all three columns completed? Do columns and rows balance?
- Is the grant number, reporting period, Program Contact name, and phone number clearly stated?
- Is supporting documentation included for all grant and match expenditures?
- Are expenditures within approved budget amounts?
- Does the RFR reflect personnel/FTE, budget amounts, and categories consistent with the signed grant agreement?
- If Personnel Costs are included in your budget, have you submitted the required documentation that must accompany the RFR (refer to page 15).
- Is the RFR *signed* by the Program Contact and submitted with the supporting documentation?
- Does supporting documentation clearly indicate the purpose of the expense? If the documentation is not self-explanatory, please include a brief description/justification directly on the documentation.
- Is supporting documentation separated and totaled by budget category?
- Are copies of applicable travel forms and conference information attached?
- Have progress reports been submitted at the end of each quarter?

PUBLICITY AND PUBLICATIONS

PUBLICITY

Grantees are encouraged to inform the public and the media about the accomplishments of their programs. Responsibility for the direction of the programs should not be ascribed to the U.S. Department of Justice. Press releases or other published accounts of program activities and results must include the following statement:

“The opinions, findings, and conclusions or recommendations expressed in this publication, program, or exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, or the Criminal Justice Services Division.”

Any publication (written, visual, or audio, but excluding press releases, newsletters, and issue analyses) issued by the grantee or any of its subgrantees describing programs funded in whole or in part with federal funds, shall contain the following statement:

“This program was supported by grant # _____, awarded by Office on Violence Against Women or Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice, through the Criminal Justice Services Division, Department of State Police. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Office of Juvenile Justice and Delinquency Prevention, Bureau of Justice Statistics, National Institute of Justice, Corrections Program Office, and the Office for Victims of Crime. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice, or the Criminal Justice Services Division.”

When issuing statements, press releases, requests for proposals, bid solicitations, and

other documents describing projects or programs funded in whole or in part with federal money, the grantee shall include an acknowledgment similar to the following:

“A \$_____ grant awarded by the U.S. Department of Justice paid _____ portion of the cost of this project.”

PUBLICATIONS

All publications and distribution agreements with a publisher shall include provisions giving the federal government a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use the material in any fashion it deems appropriate. Unless otherwise specified in the agreement, the recipient may copyright any books, publications, films or other material developed or purchased as a result of grant activities subject to the right of the federal government.

ACCOUNTING AND AUDITING REQUIREMENTS

ACCOUNTING SYSTEMS

Grantees must establish and maintain accounting systems that accurately account for grant and match funds. Grantees must maintain, for a minimum of five years after completion of the grant or until an audit is completed, whichever is later, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement. Federal requirements for accounting systems begin on page 22 of this document.

COMMINGLING OF FUNDS

Federal agencies shall not require physical segregation of cash deposits or the establishment of any eligibility requirements for funds that are provided to a recipient. However, the accounting systems of all recipients and subrecipients must ensure that agency funds are not commingled with funds from other federal agencies. Each award must be accounted for separately. Recipients and subrecipients are prohibited from commingling funds on either a program-by-program basis or a project-by-project basis.

Funds specifically budgeted and/or received for one program may not be used to support another. Where a recipient's or subrecipient's accounting system cannot comply with this requirement, the recipient or subrecipient shall establish a system to provide adequate fund accountability for each program that it has awarded.

AUDIT THRESHOLD

Non-federal entities that *expend* \$300,000 or more in federal funds (from all sources) in the organization's fiscal year shall have a single organization-wide audit conducted in accordance with the provisions of OMB Circular A-133. Non-federal entities that expend less than \$300,000 a year in federal funds are exempt from federal audit requirements for that year. Records must be available for review or audit by appropriate officials including the federal agency, pass through entity, and General Accounting Office (GAO).

Audit costs for audits not required in accordance with OMB Circular A-133 are unallowable. If the grantee did not expend \$300,000 or more in federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, these costs may not be charged to the grant.

The federal CFDA number for
Byrne funded programs is 16.579.

The federal CFDA number for
VAWA funded programs is 16.588

Grant funds are awarded subject to fiscal and program conditions to which the grantee expressly agrees. Accordingly, the audit objective is to review the grantee's administration of the program for the purpose of determining whether the grantee has:

- Established an accounting system integrated with adequate internal fiscal and management control to provide full accountability for revenues, expenditures, assets, and liabilities.
- Prepared financial statements that are presented fairly, in accordance with generally accepted accounting principles.
- Prepared financial reports to support claims for reimbursement that contain accurate and reliable financial data and are presented in accordance with the terms of the applicable agreements.
- Expended program funds in accordance with the agreement and federal and state rules.



FEDERAL ACCOUNTING REQUIREMENTS

The grantee is responsible for establishing and maintaining an adequate system of accounting and internal controls for itself.

a. **Elements of Accounting System.** Accounting systems are made up of a series of operations that involve classifying, recording, summarizing, and reporting transactions. Elements of the system must consist of an account structure, accounting records, source documents, a system for coding financial transactions, and written procedures prescribing the manner in which and by whom these operations are performed. A grantee's accounting system must include the following:

1. System coding or classification must permit summarization and reporting of grant expenditures by specific programs, projects, uniform receipt and expenditure classifications, and major steps funded in the approved budget cost categories.
2. Accounting records should adequately identify the receipt and the expenditures of each grantee, subgrantee or contractor.
3. Accounting records, which must include a ledger and supporting books of account, should refer to subsidiary records or documentation which support each entry and which can be readily located and identified with the grant.
4. Accurate, current, and complete financial reporting information.
5. Systems integration with an adequate system of internal controls to safeguard grant funds and properties, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence by the grantee to prescribed management policies.

b. **Accounting Systems** are generally one of three kinds:

1. **Cash Basis** — Expenses are recorded when cash is spent and revenues are recorded when cash is received. This system provides little information on which to base expenditure planning.
2. **Obligation Basis** — Where expenses are recorded when the funds are obligated. This system is little used and is not preferred.
3. **Accrual Basis** — Revenues are recorded when goods or services are delivered and expenses are recorded when goods or services are consumed without regard to the timing of the exchange of cash. This system is preferred because it best matches revenues and expenses with the period in which they are actually earned or accrued. Accrual accounting also contains information on the receipt and disbursement of cash.

c. **Internal Controls.** The grantee must establish and maintain a system of internal controls adequate to safeguard grant funds and resources, check the accuracy and reliability of the grant accounting and financial data, promote the operational efficiency of the grantee, and encourage adherence to the grantee's prescribed managerial policies.

Appropriate internal controls are comprised of a plan of organization (grantee policies, structure, division of staff functions, procedures, staff qualifications, etc.) designed to provide the grantee with effective financial and operational control over both its grant programs or projects. The degree of internal control is dependent upon the size of the grantee and the funds and resources for which the grantee is responsible. The following criteria are basic to an adequate system of internal control:

1. Operating policies must be clearly stated; systematically communicated throughout the organization; in conformance with applicable laws and external regulations and policies; and designed to promote the execution of authorized activities effectively, efficiently, and economically.
2. Organizational structure must define and assign responsibility for the performance of all duties necessary to carry out the functions of the grantee.
3. Responsibility for assigned duties and functions of the grantees must be classified according to authorization, performance, record keeping, custody of resources, and review, to provide proper internal checks on performance and to minimize unauthorized internal checks on performance and to minimize unauthorized, fraudulent, or otherwise irregular acts.
4. A system of forward planning, embracing all phase of the grantee's operation, must be developed to determine and justify financial, property, and personnel requirements and to carry out grant operations effectively, efficiently, and economically.
5. Grant procedures must be simple, efficient, and practical, giving due regard to the nature of the grant and applicable legal and regulatory requirements. Feasibility, cost, risk of loss or error, and availability and suitability of personnel are factors that should be considered in formulating the procedures.
6. An adequate system of authorization, record keeping, and transaction coding procedures must be designed by the grantee to ensure compliance with prescribed grant requirements and restrictions of applicable laws, regulations, and internal management policies; to prevent illegal or unauthorized transactions; and to provide proper accounting records for the expenditure of grant funds.
7. An adequate and efficiently operated information system must be designed to provide prompt, essential, and reliable operating and financial data to the grantee responsible for decision-making and performance review.
8. The performance of all duties and functions of grantee personnel must be properly supervised. All performance must be subject to adequate review under an effective internal audit program to determine whether performance is effective, efficient and economical and whether management policies are observed; applicable laws, prescribed regulations, and grant conditions are obeyed; and regulations, and unauthorized, fraudulent, or otherwise irregular transactions or activities are prevented or discovered.
9. The qualifications of officials and employees with regard to education, training, experience, competence, and integrity must be appropriate for the responsibilities, duties, and functions assigned to them.
10. Each official and employee must be fully aware of his/her assigned responsibilities and understand the nature and consequences of his/her performance. Each must be held fully accountable for the honest and efficient discharge of his/her duties and functions, including, where applicable, the custody and administration of funds and property, and compliance with grant regulations and legal requirements.
11. Effective procedures must be implemented for expenditure control to ensure that needed goods and services are acquired at the lowest possible cost; that goods and services paid for are actually received; that quality, quantity, and prices are in accordance with applicable contracts or other authorizations by grant officials and that such authorizations are consistent with applicable statutes, regulations, policies, and grant requirements.

12. All funds, property, and other resources for which the grantee is responsible must be appropriately safeguarded and periodically inventoried to prevent misuse, unwarranted waste, deterioration, destruction, or misappropriation.
- d. **Management System.** The grantees should have a management system meeting the following criteria:
 1. Established State, local government, and organization administrative and fiscal practice and policies must be followed by subordinate bodies in the administration of Federal grant funds.
 2. When no established policies and practices govern, reasonable and prevailing administrative and fiscal practices in the area (preferably adapted from public practice) shall be formally adopted and made a matter of record. The record must contain documentation showing that the standards of reasonableness and prevailing practice have been met.
 3. Administrative and fiscal policies must be applied consistently regardless of the source of funds.
 - e. **Budget and Accounting.**
 1. Establish indirect cost budgets on a basis consistent with the way resources are to be consumed and accounted for.
 2. Record all applied direct costs in work accounts on a basis consistent with the budgets in a formal system that is controlled by the general books of account.
 - f. **Analysis by the Grantee.**
 1. Identify at the work account level on a monthly basis using data from, or reconcilable with, the accounting system:
 - a) Budgeted cost for work scheduled and budgeted cost for work performed.
 - b) Budgeted cost for work performed and applied direct costs for the same work.
 - c) Variances resulting from the above comparisons classified in terms of labor, materials, or other appropriate elements together with the reasons for significant variances.
 2. Identify on a monthly basis in the detail needed by management for effective control, budgeted indirect costs, actual indirect costs and variances along with the reasons therefor.
 3. Summarize the data elements and associated variances listed in 1 and 2 above through the grantee organization and to the reporting level specified in the grant.
 4. Identify on a monthly basis significant differences between planned and actual technical performance together with the reasons therefor.
 5. Identify managerial actions taken as a result of the above.
 6. Monitor the effectiveness of actions taken to resolve problems or correct deficiencies.
 7. Based on performance to date and on estimates of future requirements, develop revised estimates of cost at completion for elements identified in the grant and compare these with the grant baseline budgets, with current budgets.
 - g. **Revisions and Access to Data.**
 1. Incorporate grant changes in a timely manner recording the effects of such changes in budgets and schedules.

2. Prohibit retroactive changes to records pertaining to work performed that will change previously reported amounts for applied direct costs, or indirect costs, except for correction of errors and routine accounting adjustments.
 3. Prevent revisions to the grant budget baseline except for Government-directed changes to authorized effort, that is, scope, work, and schedules.
 4. At the time changes occur, advise the grantor agency of any changes to baseline budgets or schedules.
 5. The duly authorized representatives of the grantor agency shall be provided access to all of the foregoing information and records in support thereof.
4. In the absence of an applicable public fringe benefit plan, fringe benefits extended to employees must be reasonable and of general application. Fringe benefits will be considered reasonable if they are comparable to the benefits extended to employees of similar organizations in the same area.
- i. **Safeguarding of Assets.** All funds, property, and other resources for which the grantee is responsible shall be appropriately safeguarded and periodically inventoried under appropriate policies and procedures.



h. **Personnel and Compensation.**

1. The organization will operate under a comprehensive plan that includes a scale of rates or ranges based upon the responsibilities of each position and its relationship to other positions.
2. Compensation paid shall be reasonable. Compensation will be considered reasonable if it is a part of a public compensation plan prescribed for the grantee, or if it is comparable to that paid for similar work in the labor market in which the grantee must compete for the kind of employees involved.
3. The compensation plan must include provisions concerning weekly hours of work; payment, if any, for overtime work; prior approval of all overtime work; and provisions establishing for each authorized part-time position the number of hours to be served each pay period by the incumbent.

GOVERNOR'S DRUG AND VIOLENT CRIME ADVISORY BOARD

PHYLLIS D. BARKHURST

Attorney General's Sexual Assault Task
Force

JANET BUBL, Title IV Education Program
Specialist

Oregon Department of Education

ALEXANDER BURGIN, Major General

Oregon Military Department

ANN CHRISTIAN

State Court Administrator's Office

TONY CORCORAN, Senator

Douglas and Lane Counties

GARY FIELD, PH.D., Administrator

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Department of Corrections

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JOHN FOOTE, District Attorney

Clackamas County

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Klamath County Juvenile Department

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Deschutes, Jefferson and Wasco Coun-
ties

KAREN WHEELER, Juvenile Justice

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Domestic Violence Resource Center

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SYBIL HEBB

Oregon Law Center

BOB HERMANN

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CHIQUITA ROLLINS

Multnomah County Department of
Community and Family Services

DENISE WASHINGTON

Oregon Coalition Against Domestic and
Sexual Violence

REQUEST FOR REIMBURSEMENT (RFR)

Implementing Agency: _____

Program Title: _____

Address: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Grant Number: _____ Report for the Period Covering: _____

Sexual Assault Funds Expended (VAWA funded programs only): \$ _____

Budget Category	Expenses Paid This Period	Cumulative Expenses to Date	Program Budget
Personnel*	\$	\$	\$
Equipment	\$	\$	\$
Travel/Conferences/Training	\$	\$	\$
Supplies	\$	\$	\$
Contractual Services	\$	\$	\$
Rent/Utilities	\$	\$	\$
Administrative	\$	\$	\$
Other	\$	\$	\$
Total Expenditures	\$	\$	\$
Less Matching Funds	\$	\$	\$
Grant Funds Requested	\$	\$	\$

Prepared By: _____ Title: _____

Signature of Program Contact: _____

**Note: Please refer to the budget submitted in the original grant application.
All expenditures must have adequate supporting documentation.**

*If Personnel Costs are included in your budget/RFR, please refer to page 15 , Personnel Costs section of the Grants Management Handbook, for required documentation that must accompany the RFR.

Appendix B

STATE OF OREGON
TRAVEL EXPENSE DETAIL SHEET



Social Security Number:

1. Name of Employee			2. Agency			3. Period (Month and Year)				
4. Official Station			5. Division, Work Unit, Cost Center			6. Regular Schedule Work Shift 8am-5pm Other to				
7. Unrepresented <input type="checkbox"/> Management Service <input type="checkbox"/> Executive Service <input type="checkbox"/> Board/Commission <input type="checkbox"/> Volunteer <input type="checkbox"/>			Bargaining Unit Name <input type="checkbox"/>			Other <input type="checkbox"/>				
8. Date	9. Time of Departure	10. Time of Arrival	11. Description	12. Per Diem/ Hourly Allowance	Individual Meal Reimbursement Breakfast Lunch Dinner			13. Lodging	14. Total Meals and Lodging	
15. Totals										
16. (Office Use Only)			17.	18. Miscellaneous Expenses Fares, Private Mileage, Room Tax, Telephone, Other Expenses			19. Training Related?	20. Rate Per Mile	21. Private Car Miles	22.
PCA	OBJ	Amount	Date							
Totals						23. Section Total				
24. I did/will ___ did not/will not ___ accept travel awards as a result of, or associated with this state business trip. ___ Initials. Completion of this block is mandatory. Travel expense reimbursement claims will not be processed if this block is left blank. Travel awards included, but may not be limited to , airline frequent flyer miles and hotel or car rental frequent customer awards or miles. Review instructions on reverse of the form.										
25. REASON FOR TRAVEL: (Be specific.)							26. Grand Total Amount			
							27. Travel Advance Amount			
							28. Amount Due Employee/State			
I certify that all reimbursements claimed reflect actual duty required expenses or allowances entitled; that no part thereof has been heretofore claimed or will be claimed from any other source.				30. Signature of Employee			31. Title		Date	
I certify that the above claimed expenses are authorized duty required expenses. Funds for payment of this claim are available in the approved budget for the period covered and have been allotted for expenditure.				32. Approved By			33. Title		Date	

CONFIDENTIAL FUNDS CERTIFICATION

Reimbursement for expenses incurred by Multijurisdictional Drug Task Forces funded by the Edward Byrne Memorial Grant must follow the guidelines and requirements of the *Financial Guide*, published by the Department of Justice, Office of Justice Programs, Office of the Comptroller, (Chapter Eight), which stipulates the requirements for agencies using confidential funds. The *Financial Guide* may be obtained at www.ojp.usdoj.gov/FinGuide/

This is to certify that I have read, understand, and agree to abide by all of the conditions for confidential funds set forth in the most current edition of the *Financial Guide* .

Multijurisdictional Drug Task Force: _____

Grant Number: _____

Program Director: _____

Signature of Program Director: _____

Date: _____

Oregon State Police
Criminal Justice Services Division
400 Public Service Building
Salem, OR 97310